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UNITED STATES DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATION
SHIPPING AND STORAGE BRANCH

SHIPPING AND STORAGE BRANCH MEMORANDUM NO. 78.1 REV. 1

Numbering Ocean Bills of Lading

I General

- A. In order to provide a control over the ocean bills of lading sent to the Program Accounting Division, Fiscal Branch, in New York, the procedure outlined herein becomes effective ~~February~~ **February 1, 1946.**

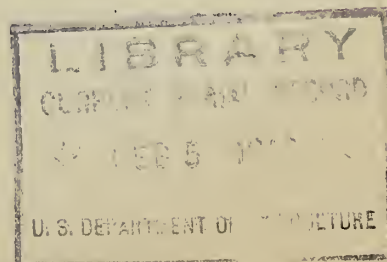
II Assignment of Numbers

- A. Ocean bills of lading shall be numbered in sequence as received by the Port Offices and the number assigned prefixed by the month number. For example:
1. The first ocean bill of lading received in January will be numbered 1-1 and the second 1-2, etc. through the remainder of the month.
 2. Numbers assigned to ocean loadings shall be recorded in the lower left hand corner of the form.
 3. The Program Accounting Division will establish a numerical register for each Port Office and record the date each ocean lading is received.

III Report on Numbers Assigned and Other Data

- A. Port Offices shall keep a record of numbered ocean loadings on Form SS-36, (copy attached). Entries to the form shall be made daily, after each ocean lading is numbered.
1. Port Offices shall prepare in long hand, an original and three copies of Form SS-36, and at the close of each calendar month shall submit the original and two (2) copies to the Shipping and Storage Field Office. The remaining copy will be retained in the Port Office file.

Distribution Codes "A" and "B"
December 27, 1945



2. When all reports from Port Offices under their jurisdiction have been received, the Shipping and Storage Field Office shall forward promptly, with transmittal memoranda, a copy of each Port Office Report (Form SS-36) to the Program Accounting Division, Fiscal Branch, in New York, and to the Deputy Director for Records and Inventory, Shipping and Storage Branch, in Washington. The remaining copy will be retained in the Shipping and Storage Field Office file.

IV Superseded Memorandum

This memorandum is effective February 1, 1946, and supersedes Shipping and Storage Branch Memorandum No. 48.1, dated November 3, 1944.

H. O. Warlick

H.O. Warlick, Colonel, G.S.C.
Director, Shipping and Storage Branch

12-27-45

RECORD OF NUMBERED OCEAN BILLS OF LADING

Port Office

For Month of 19

Ocean Lading Number	Program	Clearance Date	Date Sent Program Accounting Div. - NY	Ocean Lading Number	Program	Clearance Date	Date Sent Program Accounting Div. - NY

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UNITED STATES DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATION
WASHINGTON 25, D. C.

SHIPPING AND STORAGE BRANCH MEMORANDUM NO. 78.1 REV. 2

Numbering Ocean Bills of Lading

I General

The procedure outlined herein is provided to maintain a control over the ocean bills of lading sent to the Program Accounting Division, Fiscal Branch, in New York.

II Assignment of Numbers

A. Ocean bills of lading shall be numbered in sequence as received by the port offices and the number assigned prefixed by the month number. For example:

1. The first ocean bill of lading received in January will be numbered 1-1 and the second 1-2, etc. through the remainder of the month.
2. Numbers assigned to ocean loadings shall be recorded in the lower left hand corner of the form.
3. The Program Accounting Division will establish a numerical register for each port office and record the date each ocean lading is received.

III Preparation of Form SS-36

A. Preparation shall be as follows:


1. Ocean Lading number (insert number assigned by port offices).
2. Program (insert FAS number).
3. Clearance (date vessel clears).
4. Date sent to Program Accounting Division, New York. (Self explanatory except as follows.) If an ocean bill of lading is being processed and cannot be transmitted the same month as received, indicate so by writing "being processed" in this space. On the next month report, show same lading with all information including date transmitted.

IV Report on Numbers Assigned and Other Data

- A. Port offices shall keep a record of numbered ocean loadings on Form SS-36, (copy attached). Entries to the form shall be made daily, after each ocean lading is numbered.
1. Port offices shall prepare in long hand, an original and three copies of Form SS-36, and at the close of each calendar month shall submit the original and two (2) copies to the SS field office. The remaining copy will be retained in the port office file.
 2. When all reports from port offices under their jurisdiction have been received, the SS field office shall forward promptly, with transmittal memoranda, a copy of each port office report (Form SS-36) to the Program Accounting Division, Fiscal Branch, in New York, and to the Deputy Director for Records and Inventory, SSB, in Washington. The remaining copy will be retained in the SS field office file.

V Superseded Memoranda

This memorandum is effective immediately and supersedes SSB Memo. No. 78.1, Rev. 1, dated December 27, 1945.



H. O. Warlick, Director
Shipping and Storage Branch

Attachment

FOR MONTH OF

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RECORD OF NUMBERED OCEAN BILLS OF LADING

[illegible]



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SS Branch

Supersedes 78.1 Rev. 2

NUMBERING OCEAN BILLS OF LADING

628.2

CCC
SS Branch
Documentation

I. GENERAL

This Instruction prescribes a numbering control system for ocean bills of lading sent to the Fiscal Div., CCC Field Office, and used for export billing purposes.

II. ASSIGNMENT OF NUMBERS

Ocean bills of lading shall be numbered in sequence as received by the CCC Field or Sub Office of destination and the number assigned prefixed by the month number. For example:

A. The first ocean bill of lading received in January will be numbered 1-1 and the second 1-2, etc. through the remainder of the month.

B. Numbers assigned to ocean loadings shall be recorded in the lower left hand corner of the form.

C. The Fiscal Div., CCC Field Office will establish a numerical register for each destination office in the area served by the CCC Field Office and record the date each ocean lading is received.

III. RECORD OF NUMBERED OCEAN BILLS OF LADING

A record of the ocean bills of lading numbered shall be maintained on Form SS-36, Record of Numbered Ocean Bills of Lading. Form SS-36 will be prepared in long hand in an original and 3 copies. Entries to Form SS-36 will be made daily after each ocean bill of lading is numbered. Entry explanations on the SS-36 are listed as follows:

A. Ocean Lading number (insert number assigned by the destination office).

B. Program (insert FAS number).

C. Clearance (date vessel clears).

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(III)

D Date the ocean bill of lading was received in the destination office.

E Date sent to Fiscal Div., CCC Field Office. In the event an ocean bill of lading is being processed and cannot be transmitted the same month as received, indicate so by writing "being processed" in this space. On the next month's report, show same lading with all pertinent information, including the date transmitted.

IV REPORTING

The prepared Form SS-36 will be used for reporting purposes. At the close of each calendar month, distribute copies with transmittal memoranda, as follows:

CCC Sub Office of destination

Send original and two copies to: CCC Field Office of destination.

1 copy to: Retain in the destination sub office.

CCC Field Office of destination

Upon receipt of the SS-36 reports from all the sub offices under its jurisdiction, the SS or Com. O. Div., CCC Field Office, will forward with transmittal memoranda, a copy of each report to:

1 Fiscal Div., CCC Field Office covering the port of export.

2 Deputy Director, SS Branch, Washington.

The remaining copy will be filed in the SS or Com. O. Div., CCC Field Office.

V SUPERSEDED INSTRUCTION

This Instruction supersedes SS Br. Instr. 78.1 and becomes effective immediately.

* * *

H. O. Warlick
H. O. Warlick, Director
Shipping and Storage Branch

RECORD OF NUMBERED OCEAN BILLS OF LADING

FOR MONTH OF

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